

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
D/Personnel		
		DATE 1 June 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Executive Director

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MEMORANDUM FOR: Executive Director

FROM: James N. Glerum  
Director of Personnel

SUBJECT: Distribution of FY 1982 Ceiling Relief

1. Now that the Congressional committees have posed no objection to our exceeding ceiling by  full time employees and OMB has increased our FTE ceiling, we will schedule more people to enter on duty in FY 1982. A system to control hiring within the  limitation will, however, continue to be needed. I suggest that a system based on FY 1983 ceiling increases in relation to current needs and the number of applicants likely to be cleared and available this fiscal year would be most equitable. A calculation of these factors results in the following allocations:

DCI

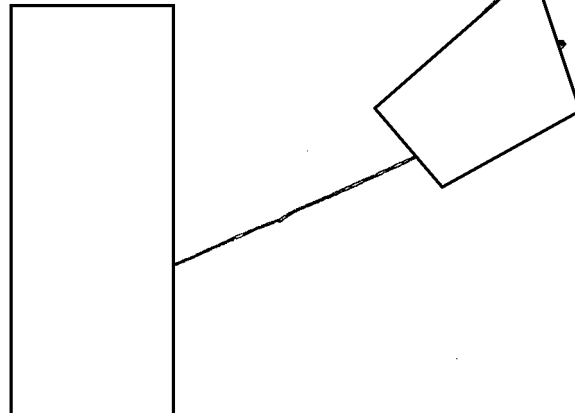
DDA

DDI

DDS&T

DDO

Total



If, as we approach the end of the fiscal year, it becomes evident that portions of these allocations will not be used, they will be reallocated as necessary in order to ensure the entire  authorization is committed.

2. These allocations will permit the hiring of the regularly scheduled July class of Career Trainees for the DDO. It will also allow us to bolster our cadre of engineers, scientists, technicians, linguists, and foreign area specialists. In addition, we will be able to alleviate the critical shortage of clerical employees throughout the Agency. Finally, it will allow the Office of Personnel sufficient resources to maintain the current pace of its recruitment and placement efforts and thereby bring the Agency up to its FY 1983 ceiling as expeditiously as possible.

APPROVED:

James N. Glerum

Executive Director

Date